



Washington State  
Department of Transportation  
Sid Morrison  
Secretary of Transportation

Transportation Building  
P.O. Box 47300  
Olympia, WA 98504-7300

**TO ALL**

**WASHINGTON STATE DEPARTMENT OF TRANSPORTATION**

**BIDDERS**

Enclosed is the May 1997 revision of the Washington State Department of Transportation's "GUIDELINES FOR PROPER BID PROPOSAL PREPARATION."

Please take the time to read it and keep as a reference for using the correct procedures to prepare a bid proposal.

**The Department has had continuing problems with the following:**

No acknowledgment or improper acknowledgment of addenda

Submitting wrong proposal bond form

Extension price errors

Improper corrections

No unit price entered

Rounding off figures

Using improper format for fax changes

The correct procedures for all the above are addressed in this pamphlet, in addition to a sample proposal. Using these "GUIDELINES" should ensure that an improper proposal will not be a cause for rejection of bid or delay of award.

**WASHINGTON STATE DEPARTMENT OF TRANSPORTATION**

**TRANSPORTATION BUILDING**

**OLYMPIA, WASHINGTON 98504-7360**

**GUIDELINES FOR PROPER BID**

**PROPOSAL PREPARATION**

**OCTOBER 1999**

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# **GUIDELINES FOR PROPER BID PROPOSAL PREPARATION**

**PURPOSE:** To Establish Guidelines To Assist Contractors In Properly Completing Their Bid Proposals.

## **I. GENERAL,**

Prior to submitting a bid proposal, contractors should ensure that:

- A. Their firm is prequalified and that their prequalification data is current. It is the Department's policy not to issue a proposal for any project bidding after a contractor's prequalification expiration date if renewal papers have not been submitted to the prequalification engineer as prescribed in WAC 468-16.
- B. They are not bidding above their established prequalified bidding limit. There may be occasions when a contractor will be authorized a bid proposal for a project when the project estimate is slightly higher than his prequalified bidding limit. Authorization is given ONLY with the understanding that should the contractor elect to bid on that project, his bid total plus any work in progress for the Department will not exceed his established prequalified bidding limit. Failure by the contractor to stay within his prequalified bidding limit may result in the rejection of the proposal.

If the contractor elects to bid on more than one project at a letting, the combination of which exceeds his bidding rate and he is low on more than one, the Department reserves the right to award the project of its selection. (Reference: Section I-02.1 1 of the Standard Specifications.)

- C. Bids are submitted on the bidding proposal form furnished by the Department. Bids submitted on informational copies must have prior written approval by the Department for their use.
  - 1. Prior to being given approval to use the Informational Proposal, the contractor will be required to make such a request in writing. This request may be made by telegram or electronic facsimile.
  - 2. The Department will respond in writing giving such approval, if granted, by electronic or facsimile means. A copy of the written approval must be included with the contractor's bid proposal. Failure to comply with this requirement may result in the rejection of the proposal.
  - 3. Photo copies of original proposal pages may not be submitted.

4. Original proposals submitted by fax machine will not be accepted.
  5. The last revised proposal must be submitted as the bid document. In lieu of sending a revised proposal, the Department may issue an addendum instructing the bidder to revise or delete an item by *a pen and ink* change.
- D. Bids should be submitted in the standard bid envelope furnished with the proposal. The use of the standard bid envelope will assist in expediting the receipt of bids.
  - E. The firm's name on the proposal must be identical to the name under which the firm is prequalified. If two firms are entering into a joint venture for a specific job, they must have the joint venture prequalified by the Department prior to the submission of their bid. (Reference: Section 1-02.1, paragraph 3 and 4 of the Standard Specifications.)
  - F. Bids must be in possession of the Department by 10:00 a.m. of the day designated for the bid opening. Bids mailed in must be in the Olympia Post Office Box 47360 by 10:00 a.m. of the bid opening date. Bids delivered in person will be received in the Department of Transportation Bid Commission Room located on the first floor, D wing, Transportation Building, 310 Maple Park Ave, Olympia, Washington 98504-7360 until 10:00 a.m. of the bid opening date. Any bids received after the above established times will not be accepted.
  - G. Bids submitted must be typed or in ink.
  - H. Changes in bid proposals must be received in writing, by telegram or by electronic facsimile transmission prior to the time designated for bid opening. The telephone number for electronic facsimile modification of proposals in the Department of Transportation is 360/705-6810. The project title and contractor's proposal number must be specified when sending in proposal changes. Be sure to follow example format Example A.

Changes must be made for each bid item affected. Lumping the changes into one bid item may result in the bid item being unbalanced, causing the proposal to be considered irregular and constituting grounds for rejection. (Reference: Section 1-02.13 of the Standard Specifications.) Proposals will be modified at the bid opening in accordance with transmission **received prior** to the designated time of bid opening. Proposal modifications received after that time will not be considered. Complete proposals will not be accepted as a change. Bid changes will not be accepted for transmission by Department of Transportation offices. If changes are transmitted by facsimile machine, the original transmittal sheet must then be forwarded immediately to the Department.

- I. Bid items must be totaled. Be sure appropriate sales tax is included where applicable. (Reference: Section 1-07.2 of the Standard Specifications.)
- J. The proposal must not contain any additions, deletions, unauthorized alternate bids or conditions that may be considered irregular and may result in the rejection of the proposal. (Reference: Section 1-02.13 of the Standard Specifications.)

- K. Estimate ranges published for each project advertised should not be used as a basis for bid preparation.

II. BID PROPOSAL AND ALLIED DOCUMENTS (See attached example Proposal.)

A. Non-Collusion Declaration:

The contractor is advised that by signature on the proposal he is deemed to have signed the non-collusion declaration.

B. Proposal Bond:

The correct method of completing the Proposal Bond is illustrated in the accompanying example bid proposal.

1. "Power-of-Attorney" Form: When the "Attorney-in-Fact" is not currently registered with the State Insurance Commission. The Department of Transportation also requires that a "Power-of-Attorney" Form for the Surety be attached to the Proposal Bond when submitting Proposals.
2. Proposal Bond: (a) The Department of Transportation has developed a bond form which meets the approval of the State Attorneys. This form is enclosed with each proposal when issued. **Bid Bonds submitted on other than the bond form provided by the department may be subject to rejection.** (b) Assure that the bonding agency has not limited the bond below an amount equal to five percent of the total bid amount, e.g., " .. not to exceed ...\$ \_\_\_\_\_." Failure to comply with these requirements may constitute an invalid proposal bond. (c) The surety company must be authorized by the Office of the Washington State Insurance Commissioner.

C. Bid Items: (See attached example Proposal.)

**NOTE:** The accompanying example proposal contains circled numbers making reference to **bid items 1, 3, 11, 13, 17, 21, and 28**, to illustrate requirements contained herein. The correct method of completing individual bid items is as follows:

- Item 1** Lump sum: When "Lump Sum" appears in the "Price per Unit" column, NO FIGURE should be placed in this column. ONLY the total bid item amount is to be entered in the "Total Amount" column. See Item No. 1 of the example bid proposal.
- Item 3** Unit Price Extension: Item No. 3 is an example of how bid prices and price extensions should be written.

- Item 11** When figures entered into the “price per unit” column are less than 10 cents, a zero (0) should be placed in front of the numerical value; e.g., Item in No. 11, the cents should be written as .04. Cents signs (\$ ) must not be added. A preprinted decimal point separates the dollars and cents in the “price per unit” and “total amount” columns.
- Item 13** Estimated Price: No modification is to be made to any bid item where an estimated amount has been preprinted. Item No. 13 of the example bid proposal is referenced as an illustration.
- Item 17** Amounts entered into the “price per unit” column should not exceed four places to right of decimal. Extended prices must not exceed two places to the right of the decimal. (Sec. 1-02.6 of the Standard Specifications.) Do not write either amount in words on the proposal.
- Item 21** When corrections are necessary, the incorrect figure should be crossed out with a “single line” and the new figure written above the correction. Correction fluid should not be used. **The correction should always be initialed by the person signing the proposal.** A correct example of this procedure is shown on Item No. 21 and the total of the example proposal following.
- Item 28** All bid item blocks must be completed or otherwise acknowledged. There may be instances where a contractor will not want to submit a price for a given item. In such case, the bidder should either write NO CHARGE or ZEROES in the appropriate “unit price” column and “total amount” column. Unit bid prices are examined for appropriateness in any instance where they are not commensurate with the work involved.

**NOTE:** The extension of the quantity multiplied by the unit price should always be checked. Some proposals received contain at least one error in extension. When there is a discrepancy between unit price and extension, the unit price will ~~be~~ causing a unit price or a total amount may be cause for rejection of the bid. Extended unit prices must not be rounded off, i.e., an extended amount of \$1,999.95 must not be written as \$2,000.00. (Sec. 1-02.13 of the Standard Specifications.)

#### D. Signature Sheet

1. The signature sheet of the bidding proposal must always be signed by an authorized representative of the firm as listed on the prequalification documents. Failure to comply with this requirement may constitute grounds for rejection of the bid. Any corrections to the proposal must also be initialed by the authorized signatory.
2. Addendum acknowledgment is accomplished on the signature page of the bidding proposal by indicating the numbers or letters of the addenda received. ~~the~~ **addenda are alphabetized and must also be acknowledged on the signature page** (See Example Proposal). Failure to comply with this requirement may result

in the rejection of the bid. It is not necessary to include the addendum when submitting your proposal.

Neglecting to acknowledge all addenda for a specific project is a typical error. To alleviate this problem, all addenda issued for all projects are displayed at the Bid Receipt Table for review prior to submission of bids on the morning of the bid opening.

3. Company Federal Tax ID Number is to be recorded on the signature page.
4. Each bid proposal issued is individually numbered with the proposal number appearing on the **BOTTOM RIGHT HAND CORNER** of the signature page. This number is issued to preclude compromise of a contractor's bid. Reference to this number is required whenever a bid is modified by electronic facsimile transmission or by other means.

E. Disadvantaged Business Enterprise Goal Certificate:  
(See the following example proposal.)

The DBE certification sheet must be completed when the project documents contain a DBE goal in order to be eligible for award of the contract. Failure to complete and submit the certificate or the inclusion of a false certificate may be considered evidence that the proposal is unresponsive to the invitation to bid.

The State expects the bidder to make every effort necessary through solicitations and negotiations in advance of the date specified for opening of bids to attain the specified DBE subcontracting goal.

F. Subcontractor List:

In accordance with RCW 39.30.060

**The bidder must submit with its bid a list of:**

**(See the subcontractor list included in the example proposal.)**

1. Subcontractor(s), that are proposed to perform the work of heating, ventilation and air conditioning, plumbing/'as described in chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW. The work to be performed is to be listed below the subcontractor(s) name.

A proposal will be considered irregular and will be rejected if the bidder does not provide this list as part of the proposal when submitting the bid. (Standard Specifications for Road, Bridge, and Municipal Construction Section I-02.6)



## Example A

### EXAMPLE FORMAT FOR PROPOSAL CHANGES

#### PREPARE ON YOUR COMPANY LETTERHEAD

#### Bid Opening Date

Department of Transportation  
Transportation Building  
Olympia, WA 98504-7360

RE: **PROJECT TITLE**  
Contractor's Proposal Number

*For a decrease in a bid amount:*

- \* Please reduce Bid Item No. \_\_\_\_\_ by \$ \_\_\_\_\_ per (cubic yard, linear feet, etc.)

*For an increase in a bid amount:*

- \* Please increase Bid Item No. \_\_\_\_\_ by \$ \_\_\_\_\_ per (cubic yard, linear feet, etc.)

This will increase/decrease our total by \$ \_\_\_\_\_  
(Circle one)

\_\_\_\_\_  
Signed by an individual authorized to sign bids  
and execute documents on behalf of the firm.

#### \*NOTE:

*Changes (increase/decrease statement) must be made for each bid item affected. Lumping the changes into one bid item may result in the bid item being unbalanced, causing the proposal to be considered irregular and constituting grounds for bid rejection. The total difference in the bid should always appear last. Please do not refer to your original bid total or new bid total when making bid changes.*

*To expedite making changes at the bid opening, list all decreases in bid items in numerical order first, followed by all increases in bid item order.*

# Proposal For Bidding Purposes

*Example*

For Construction of:

SR 405

NORTHUP TO BOTHELL  
HIGH WOODLANDS NOISE WALL

A State Project

KING County

*Example*

Sealed bids will be received in the Transportation Bid (Commission) Room (Room 1 D2) of the Transportation Building, 310 Maple Park Avenue SE, Olympia, Washington 98504-7360, until 10:00 AM, or at PO Box 47360, Olympia, Washington, 98504-7360, until 10:00 AM, on the date scheduled for opening bids.



Washington State Department of Transportation

*Example*

*Example*

**IS YOUR  
SUBCONTRACTOR  
LIST INCLUDED???**

**IF NOT**

**YOUR BID WILL BE  
CONSIDERED  
IRREGULAR**

**AND WILL BE  
REJECTED!!!**

*Example*

*Example*

**SUBMIT THE  
ENCLOSED PROPOSAL  
BOND FORM WITH  
YOUR PROPOSAL.**

**USE OF OTHER FORMS  
MAY SUBJECT YOUR  
BID TO REJECTION.**

*Example*

**NOTE: Use of other forms may limit the  
bond below an amount equal to  
five percent of the bid total.**



## Proposal Bond .

### *Example*

KNOW ALL MEN BY THESE PRESENTS, That we,

as principal, and the

a corporation duly organized under the laws of the state of \_\_\_\_\_ and  
authorized to do business in the State of Washington, as surety, are held and firmly bound unto the State  
of Washington in the full and penal sum of five (5) percent of the total amount of the bid proposal of said  
principal for the work hereinafter described, for the payment of which, well and truly to be made, we bind  
our heirs, executors, administrators and assigns, and successors and assigns, firmly by these presents.

The condition of this bond is such, that whereas the principal herein is herewith submitting his or  
its sealed proposal for the following highway construction, to wit:

### *Example*

said bid and proposal, by reference thereto, being made a part hereof.

NOW, THEREFORE, If the said proposal bid by said principal be accepted, and the contract be  
awarded to said principal, and if said principal shall duly make and enter into and execute said contract  
and shall furnish bond as required by the Department of Transportation within a period of twenty (20)  
days from and after said award, exclusive of the day of such award, then this obligation shall be null  
and void, otherwise it shall remain and be in full force and effect.

IN TESTIMONY WHEREOF, The principal and surety have caused these presents to be signed  
and sealed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Surety)

\_\_\_\_\_  
(Attorney-in-fact)

### *Example*

## GENERAL POWER OF ATTORNEY

**Know** **EXAMPLE**

all men by these Presents, That AMERICAN BONDING COMPANY has made, constituted and appointed, and by these presents does make, constitute and appoint

Alia Valencia

its true and lawful attorney-in-fact for it and in its name, place, and stead to execute on behalf of the said Company, as surety, bonds, undertakings and contracts of suretyship to be given to

provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company on the 15th day of November, 1991.

"RESOLVED, that the Chairman of the Board, the Vice Chairman of the Board, the President, an Executive Vice President or a Senior Vice President or a Vice President of the Company, be, and that each or any of them is, authorized to execute Powers of Attorney qualifying the attorney-in-fact named in the given Power of Attorney to execute in behalf of the Company, bonds, undertakings and all contracts of suretyship; and that an Assistant Vice President, a Secretary or an Assistant Secretary be, and that each or any of them hereby is, authorized to attest the execution of any such Power of Attorney, and to attach thereto the seal of the Company.

FURTHER RESOLVED, that the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached."

In Witness Whereof, AMERICAN BONDING COMPANY has caused its official seal to be hereunto affixed, and these presents to be signed by one of its Vice Presidents and attested by one of its Assistant Vice Presidents this 28th Day of July, 1997.

Attest

*William R. McKenzie*  
William R. McKenzie, Assistant Vice President



AMERICAN BONDING COMPANY

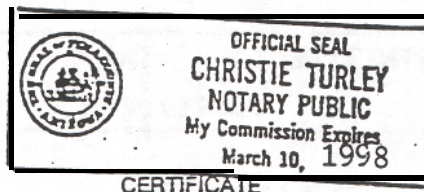
By

*John C. Fisher*  
John C. Fisher, Vice President

STATE OF ARIZONA }  
COUNTY OF PIMA }

**EXAMPLE**

On this day of JULY 1997 before me personally came John C. Fisher, to me known, who being by me duly sworn, did depose and say that he is a Vice President of AMERICAN BONDING COMPANY, the corporation described in and which executed the above instrument that he knows the seal of the said corporation; that the seal affixed to the said instrument is such corporate seal that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereon by its Order.

**EXAMPLE**

*Christie Turley*  
CHRISTIE TURLEY  
NOTARY PUBLIC  
My Commission Expires March 10, 1998

I, the undersigned, an Assistant Secretary of AMERICAN BONDING COMPANY, an Arizona ~O~~ DO HEREBY CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked and furthermore that the Resolution of the Board of Directors set forth in the said Power of Attorney is now in force.

Signed and sealed at the city of Tucson, in the State of Arizona Dated the 28th day of JULY 1997



*Florence E. Robert*  
Florence E. Robert, Assistant Secretary



# P R O P O S A L

TO THE SECRETARY OF TRANSPORTATION  
OLYMPIA, WASHINGTON

*ExcQlMpLE*

THIS CERTIFIES THAT THE UNDERSIGNED HAS EXAMINED THE LOCATION OF

SR 405 IN KING COUNTY, MP 18.67 TO MR 22.199 NORTHUP TO BOTHELL  
HIGH WOODLANDS NOISE WALL, A FEDERAL AID INTERSTATE MAINTENANCE  
PROJECT **NO. IM-405-3(834)**

AND THAT THE PLAN & SPECIFICATIONS AND CONTRACT GOVERN THE WORK EMBRACED  
IN THIS IMPROVEMENT AND THE METHOD BY WHICH PAYMENT WILL BE MADE FOR SAID  
WORK IS UNDERSTOOD. THE UNDERSIGNED HEREBY PROPOSES TO UNDERTAKE AND  
COMPLETE THE WORK EMBRACED IN THIS IMPROVEMENT, OR AS MUCH THEREOF AS CAN  
BE COMPLETED WITH THE MONEY AVAILABLE IN ACCORDANCE WITH THE SAID PLANS  
SPECIFICATIONS AND CONTRACT AND THE FOLLOWING SCHEDULE OF RATES AND PRICES:

(NOTE: UNIT PRICES FOR ALL ITEMS, ALL EXTENSIONS, AND TOTAL AMOUNT OF BID  
SHALL BE SHOWN. ALL ENTRIES MUST BE TYPED OR ENTERED IN INK.)

ITEM NO.	PLAN QUANTITY	ITEM DESCRIPTION (STANDARD ITEM NUMBER)	PRICE PER UNIT DOLLARS *	TOTAL AMOUNT DOLLARS
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## PREPARATION

1	LUMP SUM	MOBILIZATION (0001)	LUMP SUM	~200,000.00~
2		FORCE ACCOUNT REMOVING BURIED DEBRIS (7715)	ESTIMATED	15,000.00

## GRADING

3	CU. YD. <sup>93</sup>	ROADWAY EXCAVATION INCL. HAUL (0310)	AT PER CU. YD. 1.25	116.25
4	CU. YD. <sup>41</sup>	EMBANKMENT COMPACTION (0470)	AT PER CU. YD.	.

## DRAINAGE

	CU. YD. <sup>2.4</sup>	QUARRY SPALLS (1085)	AT PER CU. YD.	.
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## STORM SEWER

6	EACH <sup>1</sup>	CATCH BASIN TYPE 1 (3091)	AT PER EACH	.
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## EXAMPLE

\*-SHOW PRICE PER UNIT IN FIGURES ONLY. FIGURES WRITTEN TO THE RIGHT OF THE  
DOT (DECIMAL), IN THE PRICE PER UNIT COLUMN SHALL BE INTERPRETED AS CENTS.

SR 405  
NORTHUP TO BOTHELL  
HIGH WOODLANDS NOISE WALL  
97W024

ITEM NO.	PLAN QUANTITY	ITEM DESCRIPTION (STANDARD ITEM NUMBER)	PRICE PER UNIT DOLLARS *	TOTAL AMOUNT DOLLARS
7	EACH <sup>1</sup>	CATCH BASIN TYPE 2 48 IN. DIAM. (3105)	AT PER EACH	
8	LIN. FT. <sup>70</sup>	TESTING STORM SEWER PIPE (3151)	AT PER LIN. Ft.	
9	LIN. FT. <sup>32</sup>	PLAIN CONC. STORM SEWER PIPE 12 IN. DIAM. (3394)	AT PER LIN. Ft.	
10	LIN. FT. <sup>38</sup>	PLAIN CONC. STORM SEWER PIPE 18 IN. DIAM. (3396)	AT PER LIN. Ft.	

### STRUCTURE

### EXAMPLE

11	SQ. FT. <sup>11,250</sup>	NOISE WALL ( )	AT PER S Q. FT. .04	450.00
12	EACH <sup>2</sup>	ACCESS DOOR ( )	AT PER EACH	
13		REMOVING SOLID ROCK FROM FOUNDATION EXCAVATION ( )	ESTIMATED	2-000.00

### SURFACING

14	TON <sup>86</sup>	CRUSHED SURFACING BASE COURSE (5100)	AT PER TON	
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### EROSION CONTROL AND PLANTING

15	ACRE <sup>0.34</sup>	SEEDING, FERTILIZING, AND MULCHING (6414)	AT PER ACRE	
16		TEMPORARY WATER POLLUTION/EROSION CONTROL (6489)	ESTIMATED	5,000.00
17	CU. YD. <sup>1,100</sup>	SOIL AMENDMENT (6530)	AT PER CU. YD. .0386	42.46
18	ACRE <sup>5.5</sup>	WEED CONTROL ( )	AT PER ACRE	
19	ACRE <sup>5.5</sup>	SPECIAL SEED MIX ( )	AT PER ACRE	

\*-SHOW PRICE PER UNIT IN FIGURES ONLY. FIGURES WRITTEN TO THE RIGHT OF THE DOT (DECIMAL) IN THE PRICE PER UNIT COLUMN SHALL BE INTERPRETED AS CENTS.

SR 405  
NORTHUP TO BOTHELL  
HIGH WOODLANDS NOISE WALL  
97W024

### EXAMPLE



ITEM NO.	PLAN QUANTITY	ITEM DESCRIPTION ( STANDARD ITEMNUMBER)	PRICE PER UNIT DOLLARS •	TOTAL AMOUNT DOLLARS
20	50 EACH	STRAW BALE FOR CHECK DAM ( )	AT PER EACH	

TRAFFIC

EXAMPLE

21	40 EACH	TRAFFIC SAFETY DRUM (6954)	AT PER 18.50 18.75 EACH	740.00 <del>750.00</del>
22	LUMP SUM	TEMPORARY TRAFFIC CONTROL DEVICES (6964)	LUMP SUM	
23	108 HOUR	TRAFFIC CONTROL LABOR (6979)	AT PER HOUR	
24	18 DAY	TRAFFIC CONTROL VEHICLE (6968)	AT PER DAY	
25	72 HOUR	TRAFFIC CONTROL SUPERVISOR (6972)	AT PER HOUR	
2	6 48 SQ. FT.	CONSTRUCTION SIGNS CLASS A (6982)	AT PER SQ. FT.	

OTHER ITEMS

27	30 CU. YD.	STRUCTURE EXCAVATION CLASS B INCL. HAUL (7006)	AT PER CU. YD.	
28	70 SQ. FT.	SHORING OR EXTRA EXCAVATION CLASS B (7008)	AT PER SQ. FT.	N/C
29	4 CU. YD.	GRAVEL BACKFILL FOR FOUNDATION CLASS B (7012)	AT PER CU. YD.	
30	LUMP SUM	CLEANING EXISTING DRAINAGE STRUCTURE (7350)	LUMP SUM	
31	1 EACH	CONNECTION TO EXISTING STORM SEWER PIPE ( )	AT PER EACH	
32		CREDIT/DEBITS - MINOR CHANGES (7727)	CALCULATED	-1.00
3	3 3,693 LIN. FT.	CONSTRUCTION GEOTEXTILE FOR TEMPORARY SILT FENCE (7540)	AT PER LIN. FT.	

\*-SHOW PRICE PER UNIT IN FIGURES ONLY. FIGURES WRITTEN TO THE RIGHT OF THE DOT (DECIMAL) IN THE PRICE PER UNIT COLUMN SHALL BE INTERPRETED AS CENTS.

SR 405  
NORTHUP TO BOTHELL  
HIGH WOODLANDS NOISE WALL  
97W024

EXAMPLE

ITEM NO.	PLAN QUANTITY	ITEM DESCRIPTION (STANDARD ITEM NUMBER)	PRICE PER UNIT DOLLARS *	TOTAL AMOUNT DOLLARS
34	LUMP SUM	PIPE GATE ( )	LUMP SUM	
CONTRACT TOTAL				<del>2,356,211.50</del> 2,356,131.22 <sup>20</sup>

**EXAMPLE**

+SHOW PRICE PER UNIT IN FIGURES **ONLY**. FIGURES **WRITTEN** TO THE RIGHT OF THE DOT (DECIMAL) IN THE PRICE PER UNIT **COLUMN** SHALL BE INTERPRETED AS CENTS.

SR 405  
NORTHUP TO BOTHELL  
HIGH WOODLANDS NOISE WALL  
97W024

## *Example*

### **NON-COLLUSION DECLARATION**

**I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:**

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. **That by signing the signature page of this proposal, I am deemed to have signed and to have agreed to the provisions of this declaration.**

### **NOTICE TO ALL BIDDERS**

To report rigging activities call:

I - 800- 424- 9071

The U.S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities.

The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

## *Example*

## *Example*

### **Certification for Federal-Aid Contracts**

**The prospective participant certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:**

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

## *Example*





*Example*

## Disadvantaged Business Enterprise Utilization Certification

To be eligible for award of this contract the bidder must fill out and submit, as part of his/her proposal, the following certification relating to Disadvantaged Business Enterprise (DBE) requirements. This certification shall be deemed a part of the resulting contract. Failure to fill out and submit this certification, the inclusion of a false certification, or insufficient projected use of DBEs, shall be considered as evidence that the proposal is non-responsive to the invitation to bid.  
Information on certified firms is available from OMWBE, phone (360) 753-9693.

certifies that the following Disadvantaged Business Enterprise(s)

Name of Bidder \_\_\_\_\_

(DBE) have been contacted regarding participation on this project and, if it is the successful bidder on this project, it shall award subcontracts to or enter into supply agreements with the following DBEs as indicated: (if necessary, use additional sheet).

Name of DBE Certificate Number	Capacity (Prime, Joint Venture, Subcontractor, Manufacturer, Regular Dealer, Service Provider)	Description of Work	Amount to be Applied Towards Goal**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Disadvantaged Business Enterprise Subcontracting Goal: \_\_\_\_\_ DBE Total \$ \_\_\_\_\_ \*\*\*

\* Regular Dealer status must be approved by the Office of Equal Opportunity, Wash. State Dept. of Transportation, on each contract.

\*\* See the section "Counting DBE Participation Toward Meeting the Goal" in the Contract Document.

\*\*\* The Contracting Agency will utilize the above data to determine whether or not the bidder has met the goal or the average goal attainment of all bidders.

*Example*

## Example



Washington State  
Department of Transportation

## Proposal - Signature Page

The bidder is hereby advised that by signature of this proposal he/she is deemed to have acknowledged all requirements and signed all certificates contained herein.

A proposal guaranty in an amount of five percent (5%) of the total bid, based upon the approximate estimate of quantities at the above prices and in the form as indicated below is attached hereto:

Cash ☐ In the Amount of \_\_\_\_\_  
Cashier's Check ☐ \_\_\_\_\_ Dollars  
Certified Check ☒ (\$ \_\_\_\_\_ ) Payable to the State Treasurer  
Proposal Bond ☐ In the Amount of 5% of the Bid

Receipt is hereby acknowledged of addendum(s) No.(s) \_\_\_\_\_, & \_\_\_\_\_

Signature of Authorized Official(s)

### Proposal Must be Signed

Firm Name

Address

State of Washington Contractor's License No. \_\_\_\_\_

Federal ID No. \_\_\_\_\_

### Note:

- (1) This proposal form is not ~~transferable~~ and any alteration of the firm's name entered hereon without prior permission from the Secretary of Transportation will be cause for considering the proposal irregular and subsequent rejection of the bid.
- (2) Please refer to section I-02.6 of the standard specifications, re: "Preparation of Proposal," or "Article 4" of the Instruction to Bidders for building construction jobs.
- (3) Should it be necessary to modify this proposal either in writing or by electronic means, please make reference to the following proposal number in your communication \_\_\_\_\_

Example



**To Be Submitted with the Bid Proposal**

Project Name \_\_\_\_\_

**Failure to list subcontractors who are proposed to perform the work of heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW will result in your bid being non-responsive and therefore void.**

Subcontractor(s) that are proposed to perform the work of heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW must be listed below. The work to be performed is to be listed below the subcontractor(s) name.

If no subcontractor is listed below, the bidder acknowledges that it does not intend to use any subcontractor to perform those items of work.

Subcontractor Name \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subcontractor Name \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subcontractor Name \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subcontractor Name \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subcontractor Name \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Example*

## **MEMORANDUM OF PROPOSAL NUMBER**

This memorandum is provided to assist you in recalling your proposal number in the event it becomes necessary to amend your bid for the- referenced project. **Please detach and retain in your files.**

In order to provide security from compromise, your firm will have the only record of this number and no record will be kept of it by the Department. Should the loss or destruction of this memorandum preclude the Contractor from having knowledge of the proposal number hereon, and in the event an amendment to his/her proposal becomes necessary, such amendment will be accepted only if it is furnished to the Department in writing prior to the established time of bid opening and signed by an authorized representative of the bidder's firm. This may require hand delivery of the proposal change. Should permission be granted to submit an informational proposal, the preceding requirements shall prevail.

Should it be necessary to modify your proposal by facsimile machine, or telegram, please make reference to the following proposal number in your communication.

The fax number for bid changes is (360) 705-6810.

**016108**

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***EXAMPLE***

SR 405  
NORTHUP TO BOTHELL HIGH  
WOODLANDS NOISE WALL  
97W024